

VALLEY STREAM UNION FREE SCHOOL DISTRICT TWENTY FOUR
SCHOOL SAFETY PLANS AND TEAMS **Policy 5150**

Emergencies and violent incidents in schools are critical issues that must be addressed in an expeditious and effective manner. The Board of Education recognizes its responsibility to adopt and keep current a comprehensive District-wide school safety plan and building-level emergency response plan(s) which address violence prevention, crisis intervention, emergency response and management.

Taken together, the District-wide and building level plans shall provide a comprehensive approach to addressing school safety and violence prevention and provide the structure where all individuals can fully understand their roles and responsibilities for promoting the safety of the entire School District community. The plans shall be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the School District's coordination with local and county resources. The plans shall also address risk reduction/prevention, response and recovery with respect to a variety of types of emergencies and violent incidents that may occur in the District's schools.

In accordance with state law and regulation, the School District shall have the following school safety teams and plans to deal with violence prevention, crisis intervention and emergency response and management:

Comprehensive District-wide School Safety Team and Plan

The Board of Education shall annually appoint a District-wide school safety team that includes, but is not limited to, a representative from the following constituencies: the Board of Education, teachers, administrator and parent organizations; school safety personnel, including bus drivers and monitors; and other school personnel. This team shall be responsible for the development and annual review of a comprehensive District-wide school safety plan and shall consider the installation of a panic alarm system. The plan shall cover all District school buildings and shall address violence prevention (taking into consideration a range of programs and approaches that are designed to create a positive school climate and culture), crisis intervention, emergency response and management, including communication protocols, at the District level. It shall include all those elements required by law and regulation, including protocols for responding to declared state disaster emergencies involving a communicable disease that are substantially consistent with the provisions of Labor Law § 27-c, and an emergency remote instruction plan.

The District-wide safety plan will include contracts or memoranda of understanding that define the relationship between the District, personnel, students, visitors, law enforcement, and public or private security personnel. These contracts or memoranda will be consistent with the Code of Conduct, and will define the roles, responsibilities, and involvement in the schools of law enforcement or security personnel. The role of school discipline will be clearly delegated to school administration.

The Board of Education, in its discretion, may appoint a student representative to the District-wide school safety team. However, no confidential building-level emergency response plan(s) shall be shared with the student member, nor shall the student member be present during discussion of any confidential building-level emergency response plan(s), or confidential portions of the District-wide emergency response strategy.

The Superintendent of Schools or designee shall be the School District's chief emergency officer and shall coordinate communication between School District staff, law enforcement

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and first responders. The Chief Emergency Officer will ensure that all staff understand the District-wide school safety plan and receive annual training on the building-level emergency response plan (including all elements required by state law and regulations), violence prevention and mental health, and will also ensure that District-wide and building-level plans are completed, reviewed annually, and updated as needed by the designated dates. The Chief Emergency Officer will ensure that the District-wide plan is coordinated with the building-level plans, and will ensure that required evacuation, emergency dismissal, and lockdown drills are conducted.

Building-level emergency response teams and plans

Each Building Principal shall be responsible for annually appointing an emergency response team that includes representation from teacher, administrator and parent organizations; School District safety personnel and other School District personnel, including bus drivers and monitors; community members; law enforcement officials; fire officials or other emergency response agencies; and other representatives the Board of Education deems appropriate. The building-level emergency response team shall be responsible for the development and review of a building-level emergency response plan for each District building. The plan(s) shall address communication, emergency situations, such as those requiring evacuation, shelter/shelter-in-place, hold/ hold-in-place, secure lockdown, and lockdown at the building level and will include all components required by law and regulation, including measures necessary to comply with Labor Law § 27-c to respond to public health emergencies involving a communicable disease. These confidential plans will include evacuation routes, shelter sites, medical needs, transportation and emergency notification of parents and guardians, and as of July 1, 2025, considerations for the access and functional needs of student and staff, and procedures for the reunification of students with parents/ persons in parental relation following an emergency.

Building-level emergency response plans will include protocols in response to carbon monoxide alarms or detection. Alarm or detection of carbon monoxide will result in the appropriate actions as described by the emergency response plan.

The building-level emergency response plans must designate:

- an emergency response team that includes appropriate School District personnel, law enforcement officials, fire officials and representatives from local, regional and/or state emergency response agencies to assist the School District community in responding to a serious violent incident or emergency;
- other appropriate incident response teams; and
- a post-incident response team that includes appropriate School District personnel, medical personnel, mental health counselors and other related personnel to assist the community in coping with the aftermath of a serious violent incident or emergency.

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To maintain security and in accordance with law, the building-level emergency response plan(s) shall be confidential and shall not be subject to disclosure under the Freedom of Information Law or any other law.

During emergencies, staff are authorized to temporarily cover classroom door vision panels when it is likely to protect staff and students. For example, covering vision panels may prevent an intruder from determining if a classroom is occupied, thereby discouraging attempts to gain access.

Drills

The Building Principal is responsible for conducting drills every school year in accordance with the emergency response procedures under the building-level emergency response plan, including but not limited to, procedures for evacuation, lockdown and emergency drills as required by state regulations.

All drills shall:

- (a) Be conducted in a trauma-informed, developmentally and age-appropriate manner, and will not include tactics intended to mimic an actual act of violence or emergency;
- (b) Occur after annual training in emergency procedures has been provided to students and staff;
- (c) Be completed on different dates, days of the week and during different times of the school day; and
- (d) Except for evacuation drills, at the time a drill is conducted, students and staff will be informed that it is a drill. The District will give parents or persons in parental relation advance notice, of at least one week, prior to each drill.

Each school year, the Building Principal shall be responsible for conducting at least one (1) emergency dismissal drill that requires early dismissal to test the emergency response procedures under this plan and to test the usefulness of the communications and transportation system during emergencies. Other drills will be conducted in accordance and in frequency as set by State law and regulation.

Annual Review and Report

Each safety plan shall be reviewed by the appropriate school safety team by June 30th every year and updated as needed. Each team shall submit a report to the Board annually stating that it has reviewed the plans and setting forth its recommendations for revisions, if any, to the plan. In conducting the review, the building-level teams shall consider any changes in personnel, local conditions and other factors including an evaluation of the results of the annual test of the emergency response procedures which may necessitate updating of plans. If the plan requires no changes, then it shall remain in effect. If the district-wide plan requires change, then the updated plan will be submitted to the Board of Education in time to allow 30-days of public comment and to hold a public hearing which provides for the participation of school personnel, students and

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other interested parties prior to Board adoption. All plans must be adopted by the Board of Education by September 1.

The Superintendent of Schools is responsible for submitting the district-level school safety plan and any amendments to the plan to the Commissioner within 30 days after its adoption, no later than October 1 of each year. Each Building Principal is responsible for submitting the building-level emergency response plan for the building, and any amendments to the plan, to the appropriate local law enforcement agency and the state police within 30 days after its adoption, but no later than October 1 of each year

Ref: Education Law § 807 (Fire and Emergency Drills)
Education Law § 2801-a (School Safety Plans)
Education Law § 3623 (School Buses)
Executive Law § 2B (State/Local Natural and Manmade Disaster Preparedness)
8 NYCRR Part 155

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